

MEMORANDUM

Department of Financial Services



To: Honorable Mayor and City Council
Through: Tom Williams, City Manager
From: Emma C. Karlen, Director of Financial Services
Subject: Out of State Travel
Date: May 13, 2014

In accordance with the City's Travel and Expense Policy, SOP No. 6-1, travel on official business outside of California must be recommended by the Department Heads and City Manager and considered by the City council during the budget review process. Below is a summary of the out of state travel requests for FY 14-15 that are incorporated in the operating budget.

Dept/Div	Employee	Location	Purpose	Cost
Police/ Administration	Steve Pangelinan	Orlando, FL	2014 International Association of Chiefs of Police Conference	\$2,000
Building & Safety/ Administration	Keyvan Irannejad	Memphis, TN	International Code Council Annual Meeting	\$2,200
Fire/ Operations	Rick Frawley	Emmetsburg, MD	National Fire Academy	\$350
Fire/ Operations	Rick Frawley	Minneapolis, MN	EMS Database, Image Trend User Training	\$500
Fire/ Operations	Jason Schoonover	Emmetsburg, MD	National Fire Academy	\$350
Finance/ Operation	Jane Corpus	To be determined	Cayenta Financial System Annual Conference and User Group Conference	\$2,400